



212 Partnership Drive, Grovetown, GA 30813

**Handled by:
Rental Facilities & Venues Department**

**Sales Office:
3300 Evans to Locks Road
Martinez, GA 30907
706.868.3349**

www.ccrentalfacilities.com



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Introduction

Columbia County's Exhibition Center (CCEC) is the newest rental facility offered by Columbia County, Georgia and is located just off of I-20 at Exit #190. Available to any individual, leisure group or corporate entity wishing to utilize this beautiful new venue, the 31,500 sq. ft. exhibition hall offers 15,600 sq. ft. of trade show space, 3,000 sq. ft. of pre-function space and 2,150 sq. ft. of break-out/meeting space. The CCEC can accommodate up to 950 for a banquet style event or nearly 1,500 seated for a presentation. This new facility is handled through the Rental Facilities & Venues (RF&V) Department is currently under construction with an estimated opening date of July, 2013. Please call for more information and an update on the construction progress.

To inquire about booking the CCEC, contact the Sales Office at: 706-868-3349 or by emailing: info@ccrentalfacilities.com.

CCEC Rules and Regulations

1. The Columbia County Exhibition Center (CCEC) is owned and operated by Columbia County and is a non-smoking facility.
2. The Columbia County's Exhibition Center is a multi-purpose exhibit facility designed to host more than one event simultaneously.
3. All rentals are to be consecutive hours unless several dates are rented. In that case, load-in days and break-down days will be charged a reduced rate.
4. The CCEC is not staffed unless there is a scheduled rental or a delivery. Early entry is not possible without advance notice.
5. No items left behind will be the responsibility of the RF&V Department. All items owned by the renter or their agents must be delivered at a predetermined time and removed during the break-down time.
6. Any misrepresentation of the purpose of rental could be considered a breach of contract. This will void the contract, and the event will be ended.

Rental Policies and Procedures

1. Inquiries can be made and tentative dates can be held with the payment of a reservation hold fee (\$150). This fee will go toward a confirmed rental fee or lost if the reservation is not confirmed. Tentative holds will be for a maximum of 3 months (90 days) and must be confirmed at least 120 days prior to the first date of the event.
2. No guaranteed rental will be accepted without payment of 50% of the minimum rental fee.
3. If you are hosting a ticketed, open-to-the-public event, then payment of the final rental fee will be paid prior to departure from the site at final load-out.
4. For all private events, all balances are due 60 days prior to the event date.
5. A single day rental (15 hours) will be charged the full rate, regardless of the type of event. Additional set up fees or staffing fees may be added to the rental rate for banquets, large trade shows, or set-ups requiring theater-style seating.
6. No date or space will be held without the deposit and a contract. We must operate first come, first serve.
7. If the signing of the contract is within 60 days of the event date, then the full payment is due at contract signing for a private event. The minimum fee would be due for an open-to-the-public event.
8. A 10% late penalty will be incurred if the final payment is made less than 55 days prior to the event.

9. The damage deposit will be refunded within 21 working days after the event if no damages were incurred and entry and departure were within the allotted time frame. If there were any damages, then this cost will be deducted from the damage deposit with written explanation of damages.
10. Early arrival or late departure could result in additional fees at a cost of \$50 per hour.

Food and Beverage Service

1. The CCEC has a preferred caterer. Once you have met with them if your needs cannot be met, an outside caterer can be used for a small fee. An additional fee can be negotiated if china and other kitchen equipment, owned by the preferred caterer, is needed
2. Name and contact information is available from the Sales Office.

Facility Cancellation Policy

1. All cancellations must be made in writing by the contract signor to be considered valid.
2. All contracts may be voided with a full refund only if cancellation is within one business day of contract signing.
3. A \$50 administrative fee will be charged on all cancellations after the 24 hour grace period.
4. If the event is more than 120 days from the date of cancellation, a full refund is given minus the administrative fee.
5. If the event is less than 120 days but more than 60 days from the date of cancellation, the rental deposit is lost. If more than the rental fee was paid, the difference is refunded.
6. If the event is less than 60 days from the cancellation date, the entire rental fee is lost. Any miscellaneous fees that were paid will be refunded including any damage deposits, staffing fees, set- up fees, etc.
7. Cancellation of any ticketed events utilizing Columbia County's etix.com account will result in an additional fee of \$50.

**If the renter receives emergency deployment order, then a copy of the orders can serve as a cancellation and all penalties will be waive.*

Ticketed/Open-to-the-Public Events

1. CCEC does not handle ticket sales; however, the use of etix.com may be available with prior notice. If it is used, then a surcharge will be in place for the facility. For more information, contact the sales office at 706-868-3349 or e-mail: info@rentalfacilities.com.
2. All open to the public/ticketed events will be required to purchase an additional liability policy in effect for the duration of the rental.
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3. Open to the public/ticketed events will pay a minimum rental fee plus an additional \$1.00 per person fee to the facility at the end of the final day of the event.

Security

1. All events will be required to have security personnel on site at the client's expense.
2. Number of deputies required will be determined by management who will take into consideration type of event, alcohol sales and number of guests expected.
3. All security personnel will be scheduled by facility management but paid at the end of each day by the client.

Marketing/Promotional Materials

1. All event promotion is the sole responsibility of the client.
2. Information regarding an event cannot be released until rental confirmation and a deposit has been paid.
3. Events that are age sensitive or may be controversial must indicate that on all promotional materials.
4. A digital sign is available prior to or during the event for promotion of the event. All graphic work for the sign is the responsibility of the client. Specific formats may be required, for more information, contact the RF&V Sales Office at 706.868.3349.
5. No flyers may be put on windshields or handed out as guests depart from an event.
6. Distributing promotional/informational materials relating to an event is allowed if prior approval has been given by management. Pre-approved merchandise can be sold but proof of permits will be required prior to the event. Materials with age sensitive content are not allowed to be handed out.
7. All publicly advertised events must immediately announce any cancellation via all previously used methods, at the planner's expense.

Fire Code Regulations

1. If gas operated automobiles, motorcycles, golf carts, ATV's or any other type of vehicles must be allowed inside the building during a special event(s), then several specific regulations must be complied with. For more information, contact the sales office at: 706.868.3349.
2. Wheels must be chocked to prevent movement.
3. Vendors that must have propane (LP) tanks for cooking purposes must have tanks secured to prevent tanks from being turned over and only one tank inside the building is allowed at any given time. No solid fuel cooking (wood or charcoal) permitted inside the building because of carbon-monoxide emissions.
4. Unusual set-ups, displays, demonstrations, shows or bands or musical groups should submit set-up plans and equipment type 1-2 weeks prior to the event taking place. Inspections during and after equipment set-ups may be necessary before event opening.
5. Use of tents inside the building is not allowed due to interference with sprinkler system.
6. The CCEC is ADA- Compliant.

Use of pyrotechnics inside building is strictly prohibited.

Alcohol Policy

1. All alcohol service must be provided by the in-house caterer. Contact information is available at the Sales Office.
2. Security personnel will be required for all events and is scheduled by the CCEC management. Each deputy will be paid at the end of the event by the renter. The number of deputies will be determined by the estimated guest count and type of event.
3. Scheduling the security personnel will be handled by the Sales Office of the Rental Facilities & Venues Department.
4. Underage drinking is strictly prohibited and will be treated as a violation of the law.

5. All bartenders are TIP Certified and could elect to stop serving a guest. If that occurs, and a disturbance ensues then that person will be removed immediately.
6. Fighting or any violence will not be tolerated. Any outbreaks will cause the event to be immediately halted. No refunds will be given.
7. Events having a cash bar or if tickets are exchanged for alcohol, additional deputies will be required.

Set up

1. One primary set up of tables and chairs is included in the rental fee. If multiple set-ups are required then additional fees will be charged.
1. If set up of lighting, pipe and drape, or any other pre-set up is needed, either a second day of rental must be scheduled or a minimum of 4 hours between completion and entry must be planned. CCEC staff will only do a set-up if the facility is not in use by decorating vendors.
2. The CCEC offers 1,500 chairs for theater-style set-ups. If additional chairs are needed an outside source must be contracted by the client for delivery and set- up.
3. For any event that is open-to-the-public or ticketed, it may be necessary for janitorial personnel to be assigned at the renter's expense.
4. Any event that is open to the public or ticketed, a separate liability policy naming Columbia County Board of Commissioners as a secondary insured, in the amount of \$2 million dollars, is required. A copy must be on file prior to the event date.
5. Only standard banquet chairs are available for trade show space set- ups. Chiavary chairs are available for use in the carpeted space only.
6. No specialty lighting, staging, dance floor sections, pipe and drape, or carpeting are available with rental of the facility. An outside source must be secured by the renter with delivery times set up to coincide with contracted rental times.

Load-in/Load-out

1. Load-in/out times must be identified on the contract and finalized more than 48 hours prior.
2. Items sent in advance will be stored, with prior approval, for upcoming events no more than 4 days early.
3. Two pallet jacks are available to assist with unloading and loading at \$25 each.
4. No personnel will be provided to assist with any load-in or load out.
5. A walk through will be conducted with the Manager- on-Duty to determine if any damage was done. If damage is noted, deductions for repairs will be taken out of the damage deposit on file. If cost of repairs exceed amount on file then an invoice will be sent with payment due upon receipt.

Decorations

1. If the client is doing the decorating then access to the building will begin at the specified rental time.
2. At the end of the event, all items brought into the facility must be removed during the clean up period that is specified on your contract.
3. No confetti, glitter, rice, hay/straw, or pyrotechnics are allowed inside the facility. All candles must be enclosed in glass and a secure base to be approved.
4. All decorations must be approved prior to load-in by the Event Manager.

5. Decorating is expected but, confetti, glitter, balloons, bubbles, hay, straw, nails, or any type of adhesives that cause damage are not allowed. Disregard for the rules and use of any of the above items could cause deductions or a complete loss of the damage deposit. Candles are allowed but must be enclosed in glass on a sturdy base. Sparklers are strictly prohibited.

Bands

1. A band is only allowed when the entire facility has been rented. No sound or lighting equipment is offered by the facility. Power needs must be declared in advance and provided to the facility event staff to verify availability.
2. Animals are allowed for special events or when they are designated- aid animals. Guests attending non-animal events are not allowed to bring their pets.
3. Events showcasing animals are allowed but additional clean up fees may be required depending on type of event.
4. Lost or stolen items are not the responsibility of the CCEC staff. Inquiries about lost or stolen items may be made by calling: 706-868-3349.
5. If multiple events are on-going, the pre-function area cannot be used. If the entire CCEC is rented, the pre-function area can be used but additional set up fees may be charged depending on the required set- up. Vendors requiring access to power must identify that need upon requesting that space.
6. Events expecting more than 500 guests will be required to have a Fire Marshall on-site. Fees and scheduled times will be determined prior to the event date.

Rental Fees - Private/Invitation Only Event/Non-ticketed open to the public

Non-profit or Sunday – Wednesday rentals will receive a 20% discount

Meetings/Corporate Events – Mon thru Fri 7AM – 5PM will receive a 30% discount

Room	Dimensions	Rental Fee		Additional Fees	
		Half Day 7 hours	Full Day 15 hours	Set up* Load In/Out 14 hrs	Damage Deposit
Entire Gateway Center**	21,500 sq. ft	N/A	\$2,400	\$850	\$850
Exhibit Hall A	6,500 sq. ft.	N/A	\$1,100	\$500	\$600
Exhibit Hall B	9,100 sq. ft.	N/A	\$1,400	\$500	\$600
Exhibit A & B Combined	120' x 130'	N/A	\$1,700	\$650	\$750
Meeting Room 1,2 or 3	725 sq. ft.	\$150	\$250	N/A	\$200
All 3 Rooms***	2,175 sq. ft.	\$400	\$800	N/A	\$300

*Additional set up fees will be charged for set up in the pre-function area or for additional set-ups during an event.

**Entire CCEC includes the use of the lobby and the three meeting rooms, both exhibit halls, and the adjacent terrace area.

***Pre-Function area included with this option.

Rental Fees - Ticketed Events

20% discount during non-season rentals (Jun – Aug)

Minimum Fee plus \$1 per person in attendance (No discount offered)

Number of attendees will be determined by use of in-house turnstiles.

Room	Rental Fee - Full Day Only	
	Load in	Event Dates
Entire Facility	\$800	\$1,800+
Hall A	\$500	\$1,400+
Hall B	\$500	\$1,100+

Additional Rental Items Available

Audio Visual Equip.	Cost
LCD projector - portable	\$75 per day
A/V screen	\$25 per day
Wired microphone	\$20 per day each
Lavaliere Mic/Wireless Mic	\$50/\$20
Miscellaneous Items	
Pallet jack (2 avail.)	\$25 per day each
Additional hours	\$50
Lobby /additional set up	\$1.00 p/chair \$2.50 p/table
Copies	.20 ea.
Chiavary Chair w/cushion	\$4.50 per chair (includes set up)
Janitorial Staff	\$100.00 per person/per day
Stage 4' x 4' pieces	\$10.00 per piece

Columbia County Exhibition Center (CCEC)
Rental Application

Date:	Room/Center	Rental Time: _____ to _____
Event Title	POC:	Add'l POC:
Number of guests:	Address:	City _____ Zip _____
Clean up time to begin:	Phone:	Cell Phone _____
Rental time:	E-mail:	Fax: _____
Load in time:	Load out date and time:	Storing Items? _____

Rental Fee: _____

Damage Dep: _____ (Refundable fee – 10-14 working days)

Misc. Fees: _____ (Set up fee____, MOD____, A/V Fees____, Janitorial Fees ____)

Total Due: _____ Total Paid today: _____ Check # _____ Visa/Mastercard _____ Invoice at end: _____

No. of deputies required? _____ # of Deputies: _____ Name of person authorized to make decisions: _____ Is alcohol to be served? _____ Fire Marshall? _____ Fire Marshall Scheduled: _____ to _____

Renter has inspected the premises and accepts the use of the premises "as is". Renter agrees to indemnify and hold harmless Columbia County and the Rental Facilities & Venues(RF&V) Department from any claims of any kind, including but not limited to; attorney's fees arising from the use or occupation of the premises by renter, renter's guests, invitees, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

The renter shall find the premises to be clean and in a safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the facilities in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Columbia County Exhibition Center and its surrounding property.

The rental policies and procedures, cancellation policy and alcohol policy, and the decorating rules which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event RF&V shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

**** Required payment to be made 60 days prior to event. A 10% late fee will be assessed.**

**** Patrons must be at least 21 years of age to sign rental contract.**

**** No function will take place without adult supervision.**

**** Person who signs this contract must be present for function unless approved by RF&V staff.**

**** All changes to original contract must be in writing and from the renter only.**

Please initial the following:

_____ **I have read and understand the Rental Rules and Regulations.**

_____ **I have read and understand the Facility cancellation policy.**

_____ **I have read and understand the Alcohol Policy**

_____ **I understand that I will be charged
an additional fee of: \$_____ per hour
if I or my vendors enter before: _____**

Signature of Renter: _____ Date: _____

Signature of RF&V Representative: _____ Date: _____

Please mail signed rental contract to: 3300 Evans-to-Locks Road, Martinez, GA 30907
Signed contract may also be faxed to (706) 868-3435 Make checks payable to Savannah Rapids Pavilion
Visa and Mastercard accepted

